

## **Canoe Leader**



Photo: Wilderness Canoe Trust

## **Scope and Syllabus**

With the support of:



# NZOIA™ Canoe Leader Scope

## Canoe Leader Profile

The NZOIA Canoe Leader is able to:

- Plan and prepare introductory canoe experiences
- Instruct groups in the canoe skills required for a positive introductory experience
- Lead and manage groups canoeing on sheltered flat or slow moving water
- Demonstrate effective safety management
- Obtain a weather forecast and apply weather interpretation skills
- Provide interpretive information about natural and cultural history, flora and fauna
- Role model and promote accepted environmental practices

The NZOIA Canoe Leader can work independently without direct supervision. Leaders are qualified to operate within an activity specific risk management plan. The qualification does not define the skill set required to write or approve such a plan.

This is a foundation qualification and provides a stepping stone towards NZOIA Canoe 1.

## Scope

The NZOIA Canoe Leader can lead canoe activities on flat or sheltered water with little or no wind present or forecast for the next 12 hours at the selected site. Locations include estuaries, river deltas, sheltered beaches, lakes, coastal inlets and swimming pools. This also includes rivers when the flow and the hazards present no greater risk than flat water.

The following are examples of flat or sheltered water environments that could be within the scope of the Leader depending on the characteristics of the group, weather conditions and equipment:

- Sheltered bays on any lake (e.g. Acacia Bay, Lake Taupo)
- Sheltered bays in a harbour (e.g. Evans Bay)
- Flat water sections of the Waikato (e.g. Lake Karapiro, Big Eddy below the Lake Taupo control gates)
- Avon/Heathcote rivers and estuary

The following are examples that would be beyond the scope of the NZOIA Canoe Leader:

- Open sea
- Crossing of large lakes or sounds
- Class 1 white water sections of rivers
- Off shore winds

## Equipment

The Canoe Leader can lead groups using open canoes

## **Prerequisites**

Be a current Full Member or working under an Affiliated Membership of NZOIA

Be 18 years old or over

Hold a current First Aid Certificate (minimum of 12 hours or 2 day course including some direct contact with course tutors)

Have the following experience as evidence in a logbook:

**Personal experience** – at least 10 days experience (a day is considered to be at least 4 hours on the water. Sessions can be accumulated to make a day) in a canoe

**Instructional experience** – at least 5 days additional experience as a co-leader or assistant leader in canoes on flat or sheltered water

The prerequisite experience requirements are minimums, extra days are recommended.

## **Registration and Revalidation**

Registration and revalidation with NZOIA provide proof of currency for NZOIA qualification holders.

### **Progressing to NZOIA Canoe 1**

As the Canoe Leader gains more experience they may progress towards gaining the NZOIA Canoe 1 qualification. The steps they would follow include:

- Gaining the experience outlined in the NZOIA Canoe 1 prerequisites
- Attending a NZOIA/WWNZ River Rescue 1 course
- Attending an NZOIA Canoe 1 training course
- Working with a NZOIA Canoe 1 holder

# Syllabus

## **Assessment Notes**

This Scope and Syllabus is to assist Assessors with judging a candidate's competency. All judgements must be based on current good practice and industry standards. This guide is also to help candidates know what they will be assessed on and what assessment tasks they will be asked to complete.

Assessors can use three types of direct evidence to judge a candidate's competency:

- Workbook answers
- Observation of practical tasks
- Questioning and discussion

## **Technical Competence**

### **1. Demonstrate knowledge, care and appropriate use of canoes, equipment and clothing**

The candidate will:

- 1.1** Use equipment that is in good condition and is well maintained
- 1.2** Carry and use the appropriate clothing for the environmental conditions
- 1.3** Complete a pre-activity check of equipment for damage and fit
- 1.4** Uses equipment in accordance with the manufacturer's recommendations and current good practice
- 1.5** Paddle a canoe which has been fitted to consider flotation/buoyancy
- 1.6** Correctly fit their Personal Flotation Device (PFD)
- 1.7** Discuss or demonstrate when it is necessary to wear helmets
- 1.8** Carry spare paddles, painters, bailers and appropriate safety equipment for the trip and conditions e.g. cell phone, throw bag, VHF radio, towline, first aid kit
- 1.9** Ensure equipment in a canoe is secure and does not create a hazard e.g. foot entrapment
- 1.10** Demonstrate the ability to safely handle and transport canoes
- 1.11** For all equipment used demonstrate and/or describe; the properties, common use, advantages, limitations, minimisation of wear, damage checking and storage

### **2. Demonstrate effective personal canoe skills**

The candidate will demonstrate:

- 2.1** Launching and landing the canoe
- 2.2** Control of a canoe from the bow and stern both tandem and solo
- 2.3** Forward, reverse, pry and draw from all four quadrants of the boat
- 2.4** Efficient manoeuvring of canoe in a straight line for 100m and a controlled turn (without switching of sides with the paddle)
- 2.5** Manoeuvring the boat sideways (sideslip)
- 2.6** Controlled and stable entering and exiting of an eddy
- 2.7** Effective paddling into wind and current using trim
- 2.8** Forward ferry gliding in current or wind
- 2.9** Switching positions while on the water

### **3. Demonstrate effective rescue skills**

The candidate will demonstrate:

Self-Rescue:

- 3.1** Swim 20m
- 3.2** Re-entry of self from a swamped or inverted canoe (not a Capistrano flip)

Participant Rescue:

- 3.3** Return swimmer to canoe with or without equipment (swimmer can assist)
- 3.4** Return injured swimmer to a canoe with or without equipment (swimmer cannot assist)
- 3.5** Manage a capsize or swamped boat including the rest of the group
- 3.6** Demonstrate accurate throw bag technique
- 3.7** Demonstrate an extended releasable tow

## **The Environment**

### **4. Obtain environmental information and apply interpretation skills**

The candidate will:

- 4.1** Obtain relevant environmental information for the day and location e.g. weather forecast, river flow, tide and/or marine for the planned canoe session and provide a verbal summary
- 4.2** Describe the implications of the weather forecast, river flow, tide and/or marine implications for the planned canoe session and make decisions about the session based on that information
- 4.3** Observe any changes to the weather and modify the session if necessary e.g. offshore breeze develops

### **5. Demonstrate cultural and environmental knowledge and interpretation of areas visited**

The candidate will provide interpretive information about:

- 5.1** The natural or cultural history of the area
- 5.2** Local flora and fauna

### **6. Role model and promote accepted environmental practices**

The candidate will:

- 6.1** Demonstrate and/or describe the responsibilities to land owners and other users, including access protocols
- 6.2** Role model and promote the principles of Leave No Trace

## **Group Management and Leadership**

### **7. Lead and manage a group canoeing on flat or slow-moving water**

The candidate will be responsible for a group of clients in canoes on flat or slow-moving water for a minimum of one hour and demonstrate:

- 7.1** Preparing and briefing the group including setting boundaries/safe areas and ground rules
- 7.2** Manage time appropriately in relation to the activity plan and conditions
- 7.3** Coaching, encouraging, motivating clients to ensure they are interested, engaged and have a fun and positive experience
- 7.4** Effective management of the group on the water
- 7.5** Managing capsizes and gear recovery efficiently
- 7.6** Establishing rapport with clients and an awareness of the emotional, cultural and other needs of the group

## **8. Demonstrate effective safety management**

The candidate will:

- 8.1** Demonstrate an awareness of the risks and appropriate risk management strategies for a flat or slow-moving water environment
- 8.2** Select a suitable venue and demonstrate an awareness of any site-specific hazards
- 8.3** Have a first aid kit and be able to deal with first aid situations as required
- 8.4** Never compromise their personal safety or the safety of their clients
- 8.5** Demonstrate safe practices and good judgement and decision making within the scope of this qualification

## **Instruction**

### **9. Plan and prepare an introductory canoe experience**

The candidate will prepare a written activity plan which will contain the following information:

- 9.1** A clearly defined purpose and session appropriate for the group
- 9.2** A logical sequence of progressions and activities
- 9.3** Any consent or access issues
- 9.4** Clothing and equipment list for both individuals and the group
- 9.5** Weather forecast
- 9.6** River flow, tidal and/or marine information if relevant
- 9.7** Risk and hazard identification and management
- 9.8** Emergency procedures

### **10. Instruct a group in the canoe skills required for a positive introductory experience**

The candidate will provide clients with effective instruction in the following canoe skills:

- 10.1** Selection and fitting of canoe, paddle, helmet if required, PFD and clothing appropriate for the conditions
- 10.2** Carrying canoes
- 10.3** Getting into and out of canoe at water's edge
- 10.4** Forward and backwards paddling
- 10.5** Turning

**10.6** Stopping

**10.7** Games that assist learning

**10.8** The skills to teach rafting up and getting clients to paddle in control

The candidate will use:

**10.9** A logical sequence of progressions

**10.10** Clear demonstrations and explanations